LAPEER COUNTY COMMUNITY MENTAL HEALTH **Date Issued** 02/25/08
Date Revised 03/20/12; 03/23/15; 01/25/19; 06/17/21; 05/21/2024; 6/18/24; 01/21/25; 03/18/25, 01/20/26; 09/15/26

CHAPTER Fiscal Management	CHAPTER 06	SECTION 002	SUBJECT 40
SECTION Accounting	DESCRIPTION Purchasing Procedure, Supply Requisition and Inventory Control		
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APPLICATION:

☒CMH Staff	☐Board Members	☒Provider Network	☒Employment Services Providers
☐Employment Services Provider Agencies	☒Independent Contractors	☒Students	☒Interns
☒Volunteers	☐Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) procures equipment and supplies in sufficient quantity at the best possible price.

STANDARD:

A. Adequate supplies are available to meet the needs of the staff.

B. All purchases are subject to the applicable purchasing thresholds, approval requirements, and procurement requirements (see LCCMH Policy 01.002.65 Provider Procurement and Best Value Purchasing), including applicable requirements of 2 CFR Part 200, as amended, for purchases using Federal funds.

PROCEDURES:

A. Consumable Office Supplies

1. On or around the second and fourth week of each month, the Contract/Facility Manager determines what items are needed and designated purchasing staff place an order with the approved office supply vendors.

B. Requisitioning of Office Supplies

1. Staff obtain office supplies by submitting a written request to the Front Desk mailbox using LCCMH Form #219 Office Supply Requisition.

2. Office Supply Requisition requests are filled daily and the items are placed in the staff member's mailbox. Individuals are emailed about items too large to fit in their mailbox.

3. If the requested item is not an item regularly carried in the supply room, the item is sent, after approvals, to the Contract/Facility Manager and/or the designated purchasing staff to order. The items are ordered and provided to the requesting staff once received from the supplier.

C. Purchasing Other Supplies and Equipment

1. When a staff identifies a need for a particular piece of equipment, the staff completes LCCMH Form #187 Equipment Supply Purchase Request with an attached printed product page and gives it to the program supervisor to request approval. Once approved by the supervisor, the request is forwarded by the supervisor to the Chief Executive Officer (CEO) for approval. The designated purchasing staff assists with obtaining price quotes and ordering the item.

2. Once approval is completed, requesting staff are required to supply the signed LCCMH Form #187 Supply Purchase Request and provide a product link via email for the requested item to the Contract/Facility Manager and/or designated purchasing staff who will order the approved item(s) on the next order date.

3. If the identified need is for technology or computer related equipment, the request is taken to Data/IT staff for review and gathering quotes. The request and quotes are forwarded to the CEO for approval prior to purchasing.

4. Purchases with a cost up to $1,000 require LCCMH CEO approval. The CEO may request quotes from more than one source.

5. Purchases of single items costing $1,001.00 or more need approval of the CEO and are subject to the following County purchasing policies:

   a. Purchases of $1001.00 to $2,000.00 require quotations (either in person, telephone, fax, or written) from at least three prospective bidders. Purchases of single items costing $1,001.00-$5,000.00 need approval of the County Controller.

   b. Purchases of $2,000.00 to $15,000.00 require written quotations from at least three prospective bidders.

   c. Purchases of $15,000.00 to $25,000.00 require informal (non-advertised) sealed bids.

   d. Purchases of $25,000.00 to $50,000.00 require informal advertised sealed bids.

   e. Purchases over $50,000.00 require formal competitive sealed bids.

6. Purchases of single items costing $5,000.00 or more need approval of the LCCMH Board and Lapeer County Commissioners.

D. Inspection of Delivered Goods

1. The staff member unpacking the order examines the incoming shipment for possible loss, damage in transit, errors in shipment, or unauthorized substitutions.

2. When the shipment has been found to be satisfactory, front desk support staff log the supplies received on the ordering spreadsheet.

3. When a furniture shipment has been ordered and arrives, front desk support will contact Contract/Facility Manager of delivery to ensure furniture is tracked and stored in a secure place.

4. All technology related items and supply order products are logged into the correct department ordering spreadsheet and inventory record, upon

receipt of the invoice, the supply clerk or data staff verifies on the order spreadsheet items were received to ensure payment is made only for the items actually received.

5. All invoices are submitted to the accounts payable staff for processing.

E. Inventory Tagging

1. The LCCMH Contract/Facility Manager notifies Lapeer County Building and Grounds Department when a single supply item with a value of $5,000.00 or more and a useful life of more than one year is received. The item is inventoried and tagged by the Lapeer County Building and Grounds Department in compliance with the Lapeer County Inventory Control Policy.

REFERENCES:

2 CFR Part 200, as amended
LCCMH Equipment Supply Purchase Request Form #187
LCCMH Form #219 Office Supply Requisition
LCCMH Policy 01.002.65 Provider Procurement and Best Value Purchasing
Lapeer County Financial Goals, Policies and Practices - Purchasing Policies and Inventory Control Policies (revised April 22, 2021 – Motion # 142-21)

TS:lr

Supersedes: #02/08006 dated 02/25/2008